



KANSAS
HIGHWAY PATROL
CJIS Unit

NCIC VALIDATION PROCESS



Section 3 -NCIC Policy

Quality Control, Validation, and Other Procedures

- Agencies that enter records in NCIC are responsible for their accuracy, timeliness, and completeness.
- Failure to maintain accurate, complete, and up-to-date records could lead to possible legal liability. 41 U.S.C. 3771
- NCIC policy requires that NCIC records be validated on an annual basis.

Section 3.2 Validation

Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active.

- ✓ Reviewing the entry
- ✓ Reviewing current supporting documents electronic and/or hard copy
 - * *DMV, court database, Ill and any other sources/systems etc.*
- ✓ Consulting complainant, victim, prosecutor, court, non terminal agency or appropriate source
- ✓ Second party check for accuracy
- ✓ Copies of validation procedures and documents must be on file for review during audits.

Case File



Property:

Contact Victim/Complainant/
Responsible Party to verify
property is still lost/stolen/missing

Validate or clear record from NCIC

Person:

Verify file information


Check for new information by contacting proper authorities in your jurisdiction, courts, DA etc.

Check all databases you have access to, NCIC, III, DMV, DL, jail, etc.

Modify NCIC record to include any additional/new information

Second party check

KENTUCKY STATE POLICE		SEX OFFENDER REPORT	
Offense Information		Photograph	
King ID: 000 Name: GUTTERMAN, JIMMIE EDWARD Birth Date: 1/28/1955 Sex: MALE Race: WHITE Height: 5'07 1/2" Weight: 210 LBS Hair Color: BROWN Eye Color: BROWN			
Aliases			
GUTTERMAN, JIMMIE E. GUTTERMAN, JIMMIE E. GUTTERMAN, JIMMIE E. GUTTERMAN, JIMMIE EDWARD GUTTERMAN, JIMMIE E. GUTTERMAN, JIMMIE GUTTERMAN, JIMMIE EDWARD GUTTERMAN, JIMMIE GUTTERMAN, JIMMIE E. GUTTERMAN, JIMMIE E. GUTTERMAN, JIMMIE E. GUTTERMAN, JIMMIE GUTTERMAN, JIMMIE E. GUTTERMAN, JIMMIE			
Fug Type		Fug Status	
FUGITIVE		FUGITIVE	
"Big Jim" Gutterman "MISSING" SEX OFFENDER			
Address Information			
Home: 1700 COMPLAINANT LUGGAGE AT KNOX JAILING, KENTUCKY			
Offenses Pending/Completed			
Offenses:	100.00 - SEXUAL ABUSE 1ST DEGREE 100.00 - SEXUAL ABUSE 1ST DEGREE		
Remarks:	100.00 - SEXUAL ABUSE 1ST DEGREE 100.00 - SEXUAL ABUSE 1ST DEGREE 100.00 - SEXUAL ABUSE 1ST DEGREE 100.00 - SEXUAL ABUSE 1ST DEGREE		



CRIME STOPPERS

WANTED

WE DON'T WANT YOUR NAME, JUST YOUR INFORMATION!

••• REMAIN ANONYMOUS ••• EASE BURDEN •••

Jarrold Ayers



CITIZENS WOULD NOT ATTEMPT TO ARREST ANY WANTED PERSON(S) IDENTIFIED IN THIS COLUMN OR ANY OTHER MEDIA COMMITTED. THEY MUST BE ARRESTED AND FINGERPRINTED.


If you have any information or evidence in the interest of any of the subjects mentioned, leading to the arrest, CRIME STOPPERS of Madison County, INC. will

MI

Since

CRIME STOPPERS OF MADISON COUNTY, INC.

If you have a crime in progress, call 9-1-1 or contact your local law enforcement agency.



Madison County Sheriff's Office



Madison Police Dept.

(Madison Region of Madison County, Inc. is a 501(c)(3) non-profit corporation organized under the laws of the State of Tennessee. All funds are donated to the Madison Region of Madison County, Inc. and are not subject to state or federal income tax.)

Internet link at time of printing 7/1/03

MISSING
Since January 24, 2006



NAME:
JENNIFER KESKE
AGE: 24
DESCRIPTION:
5'8"
Shoulder Length
Sandy Blonde Hair
Green Eyes
125lbs.
CAR FOUND:
2004 Black & Door
Chevy Malibu at
Texas & Americana
Orlando, FL

REWARD
www.FindJenniferKeske.com
321-235-5300 or 1-800-423-TIPS
Orlando Police Dept. Crimeline

Validation Worksheet

Validation Worksheet for NCIC or KIC

Date: _____ NIC/: _____ KIC/: _____ OCA/: _____

Officer/Clerk making report:

Officer/Detective assigned to case:

Yes No

☐

☐

1. Is the original documentation in the case file?

The supporting document(s) include: (check appropriate one)

☐

Wanted Persons: Original Warrant

☐

PFA/Restraining/Stalking Order: Court Order

☐

Missing Persons: Missing Persons Report

☐

Vehicles, Boats, Guns, etc... Report/Documentation

☐

Sex Offenders

☐

☐

2. Packing the Record: Was an attempt made to fill all possible fields of entry made?

Yes No

☐

☐ DMV Requests

Yes No

☐

☐ Response in file?

☐

☐ III Requests

☐

☐ Response in file?

☐

☐ KBI Requests

☐

☐ Response in file?

☐

☐

3. Accuracy: Do all fields in the entry match the documents on which the entry is based?

Making Contact to Determine if this Entry is Still Being Actively Pursued

Wanted Persons: You must contact the court issuing the warrant to determine that the warrant is still current and the DA's office to determine if extradition is authorized.

The _____ Court/Sheriff's Office was contacted on (date):

The warrant ☐ is ☐ is not valid.

The court was contacted on (date) _____.

Extradition/Transportation, full or limited, ☐ is ☐ is not authorized.

Date of last registry: _____

PFA/Restraining/Stalking Order: You must contact the court issuing the warrant to determine that the order is still current.

The _____ Court was contacted on (date) _____.

The order ☐ is ☐ is not valid.

Missing Person: The reporting authority must be contacted to confirm that the person has not returned.

The reporting party, _____, was contacted on (date) _____.

The subject of the entry ☐ has not returned or ☐ has returned on _____.

All other files: The complainant/victim _____ was contacted on (date) _____.

☐ Phone

☐ Mail

☐ Email

☐ Personal Contact.

The subject of the entry ☐ has ☐ has not been recovered.

If contact was not made your agency must make a determination based on the best information and knowledge to retain or remove the entry.

☐ Remove from file. Contact with the court, reporting party, victim/complainant was not successful.

☐ Retain in NCIC/KIC. Contact with the court, reporting party, victim/complainant was not successful.

This entry is not in compliance because: _____.

Modifications: _____ made on (date) _____.

Validated by: _____

Second party check and date: _____

Proper Documentation

- ⌘ Case file and documentation supporting an NCIC entry must be retrieved for a validation to be performed correctly
- ⌘ An NCIC entry work sheet alone, is not sufficient
- ⌘ An NCIC entry work sheet along with documentation supporting information entered in the fields of an NCIC entry must be stored in the case file and reviewed during validation.

VALIDATING RECORD WITH OPEN FOX

ON-LINE PROCESS



Brief Overview

The OpenFox Online Validation Application streamlines the process by eliminating written reporting. The application also dramatically reduces the chances of a valid file being accidentally purged (invalidated files are purged every 30 days) which could affect public and officer safety

Validation Records

Include:

∞ Records entered 3 months prior to current month

∞ Records entered in that month for each prior year

* for validation schedule see NCIC Manual Sec 3.4, 3

On-line Validation Overview

- ∞ Validations can be completed from a standard Open Fox user workstation
- ∞ Validations can be completed by any user
- ∞ The validation cycle begin the first Saturday of each month
- ∞ An agency must modify each record being validated to include updated information in the Name of Validator (VLN) Field.

Validation Notifications

- ✎ 1st notification – 30 days (from receipt of admin message) to validate
- ✎ 2nd notification – 20 days (from receipt of admin message) to validate
- ✎ 3rd notification – 10 days (from receipt of admin message) to validate
- ✎ .\$.F – Failure-to-validate message sent when a record(s) has not been validated within a month from the request for validation (a copy of the record(s) is included in the message)
- ✎ .\$.P – Purge failure to validate notification – All records that have not been validated in the required time frame are retired by the NCIC system

Serving Agency Responsibilities

If you are a Serving Agency for a non-terminal agency and/or with a single terminal agency who has an existing ORI User Agreement and has agreed to the following:

THE SERVING AGENCY AGREES TO MONITOR KCJIS AND RECEIVE UNSOLICITED MESSAGES address to the KCJIS shortcut address and/or the ORI of the User Agency.

This monitoring is necessary to non-terminal agencies as well as law enforcement agencies with only single terminal KCJIS access.

- *The Serving Agency agrees to notify the User Agency of any solicited routine message(s) addressed to the User Agency that is received by the Serving Agency, and to forward any such messages to the User Agency.*

It is the responsibility of the Serving Agency to forward or deliver any routine messages and/or notifications concerning validations to the proper User Agency or Validation Representative

Validation 1st Notification Message

-----ORIGINAL MESSAGE-----

THIS MESSAGE SUMMARIZES THE APRIL RECORDS REQUIRING VALIDATIONS
BY AGENCY ORI/KS001013N WITHIN 30 DAYS OF THIS NOTICE.

PROTECTION ORDER	2
SEX OFFENDER	5
WANTED PERSON	5
 TOTAL	 12

MRI 102348 IN: TPKKBVLD1 3 AT 11:23 18APR12

OUT: TPKKB004D 32 AT 12:22 18APR12

***** BEGIN EXCEPTIONS:

ALTERNATE ROUTED MESSAGE FROM STATION: TPKKB004D ...

***** END EXCEPTIONS *****

-----END ORIGINAL MESSAGE-----

MRI 807528 IN: TPKKB104D 4 AT 09:26 07JUN12

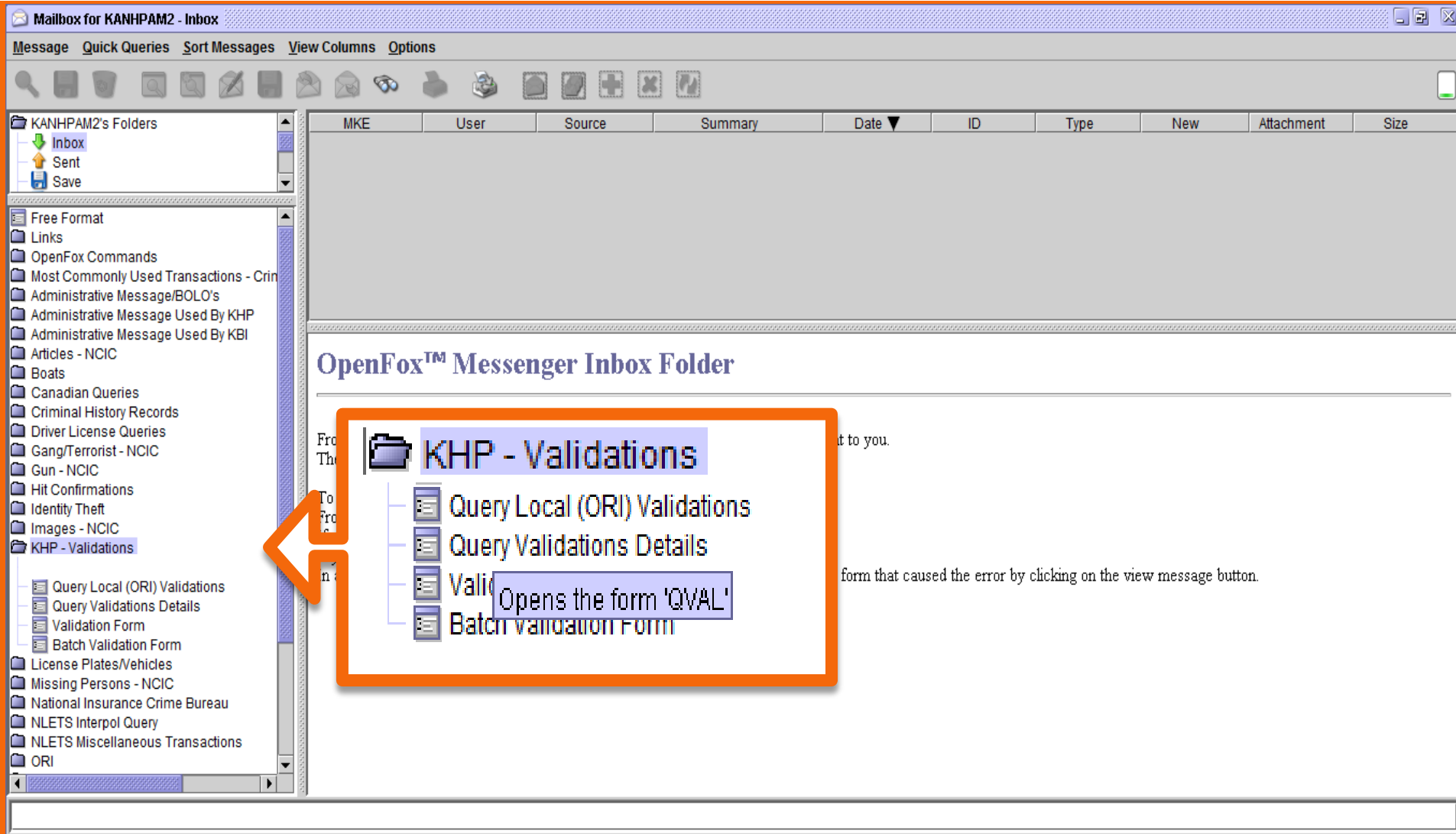
OUT: TPKKB004D 2 AT 09:26 07JUN12

Notification messages are sent as an admin message to the entering agency's primary terminal.


Each agency will have to determine their own procedures in notifying the individual within their agency that is responsible for validations.





The validating person can also query a list of their agency records due for validation by using the QVAL form, however the number of days remaining to validate will not be displayed.

Open Fox Menu



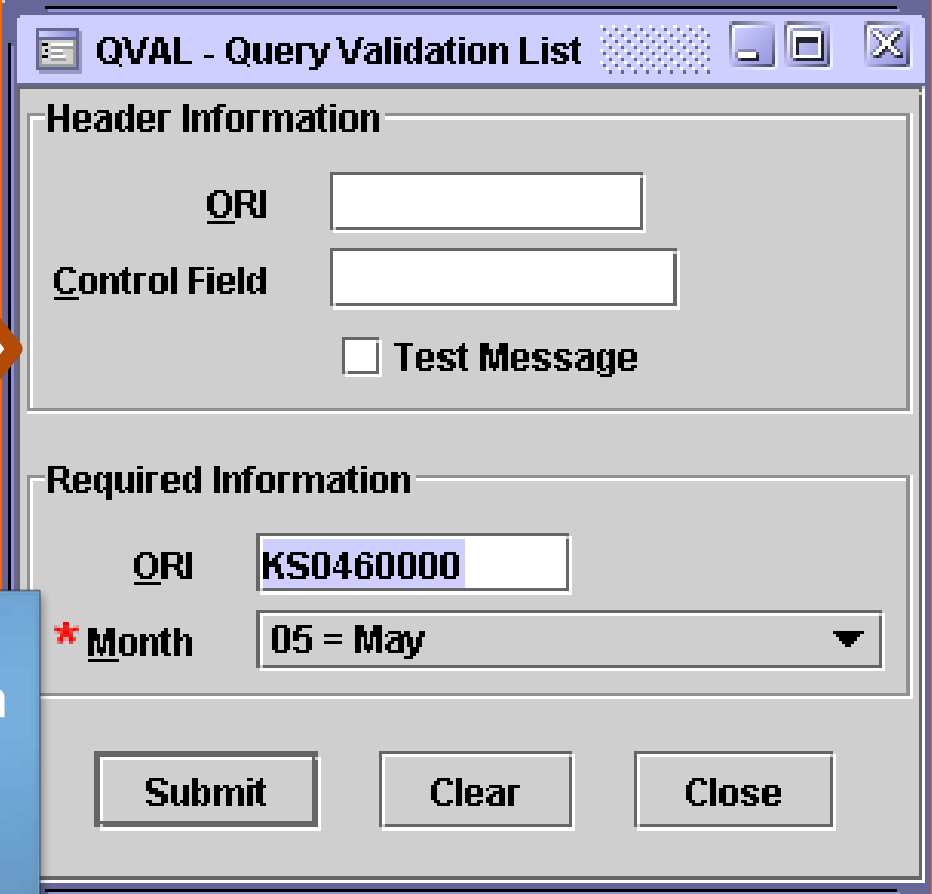
QVAL — Query Local (ORI) Validations

 KHP - Validations

-  Query Local (ORI) Validations
-  Query Validations Details
-  Validation Form
-  Batch Validation Form

An agency can view their validation records by using the QVAL form from the OpenFox menu.

Enter ORI, select the Month and click submit



QVAL - Query Validation List

Header Information

ORI

Control Field

☐ Test Message

Required Information

ORI

* Month

QVAD- Query Validation Details

Mailbox for KANH2AM2 - Inbox

Message Quick Queries Sort Messages View Columns Options

KANH2AM2's Folders

- Inbox
- Sent
- Save

Free Format

- Links
- OpenFox Commands
- Most Commonly Used Transactions - Crim
- Administrative Message/BOL's
- Administrative Message Used By KHP
- Administrative Message Used By KBI
- Articles - NCIC
- Boats
- Canadian Queries
- Criminal History Records
- Driver License Queries
- Gang/Terrorist - NCIC
- Gun - NCIC
- Hit Confirmations
- Identity Theft
- Images - NCIC
- KHP - Validations

MKE	User	Source	Summary	Date ▼	ID	Type	New	Attachment	Size
Received Time:		May 17, 2012 14:19:36		Source ORI:		KSVLD0000			
Summary:		QVAL: ORI=K80890000 MON=05							
<input type="checkbox"/> View Message Details									
<p>THE FOLLOWING IS A SUMMARY OF MAY RECORDS REQUIRING VALIDATION BY AGENCY ORI/K80890000</p> <p><u>PROTECTION ORDER 25</u></p> <p><u>SEX OFFENDER 26</u></p> <p><u>STOLEN GUN 65</u></p> <p><u>STOLEN LICENSE PLATE 58</u></p> <p><u>STOLEN PART 1</u></p> <p><u>STOLEN VEHICLE 12</u></p> <p><u>WANTED PERSON 19</u></p> <p>TOTAL 206</p>									

A list of record types and the number of records to be validated will be displayed

QVAD- Query Validations Detail

The screenshot shows the 'QVAD - Query Validation Details' window in the foreground. It has a 'Header Information' section with fields for 'ORI' (a dropdown menu), 'Control Field' (a text box), and a 'Test Message' checkbox. Below this is the 'Required Information' section, which includes 'ORI' (text box with 'KS0890000'), '* Record Type' (dropdown menu with 'V = Vehicle'), '* Record Index' (text box with '1-58'), and '* Month' (dropdown menu with '10 = October'). At the bottom of the window are 'Submit', 'Clear', and 'Close' buttons. In the background, the main application window is visible, showing a list of record types with blue underlined links: 'PROTECTION ORDER 25', 'SEX OFFENDER 26', 'STOLEN GUN 65', 'STOLEN LICENSE PLATE 58', 'STOLEN PART 1', 'STOLEN VEHICLE 12', and 'WANTED PERSON 19'. A 'TOTAL' of 206 is shown at the bottom. A left sidebar contains a tree view of folders, including 'Query Local (ORI) Validations' and 'Query Validations Details'. Two blue callout boxes with orange arrows provide instructions: one points to the 'Record Type' dropdown, and the other points to the 'Record Index' text box.

QVAD - Query Validation Details

Header Information

ORI [Dropdown]

Control Field [Text Box]

☐ Test Message

Required Information

ORI [Text Box: KS0890000]

* Record Type [Dropdown: V = Vehicle]

* Record Index [Text Box: 1-58]

* Month [Dropdown: 10 = October]

[Submit] [Clear] [Close]

Mailbox for KANHPAM2 - Inbox

Message Quick Queries Sort Messages View Columns Options

KANHPAM2's Folders

Inbox

Articles - NCIC

Boats

Canadian Queries

Criminal History

Driver License Query

Gang/Terrorist - NCIC

Gun - NCIC

Hit Confirmations

Identity Theft

Images - NCIC

KHP - Validations

Query Local (ORI) Validations

Query Validations Details

Validation Form

Batch Validation Form

License Plates/Vehicles

Missing Persons - NCIC

National Insurance Crime Bureau

NLETS Interpol Query

NLETS Miscellaneous Transactions

ORI

THE FOLLOWING

BY AGENCY OF

PROTECTION ORDER 25

SEX OFFENDER 26

STOLEN GUN 65

STOLEN LICENSE PLATE 58

STOLEN PART 1

STOLEN VEHICLE 12

WANTED PERSON 19

TOTAL 206

To select a detailed record list click on a Record Type link from the validation details .

Record Index – Indicate the number of records you want in the detailed record list. (For a complete list enter “1-58” or for a partial list enter “1-20” or select a single record.)

Validation Details List- (License Plate)

Mailbox for KANH2AM - Inbox

Message Quick Queries Sort Messages View Columns Options

KANH2AM's Folders

- Inbox
- Sent
- Save

Free Format

Links

OpenFox Commands

Most Commonly Used Transactions - Crim

Administrative Message/BOLO's

Administrative Message Used By KHP

Administrative Message Used By KBI

Articles - NCIC

Boats

Canadian Queries

Criminal History Records

Driver License Queries

Gang/Terrorist - NCIC

Gun - NCIC

Hit Confirmations

Identity Theft

Images - NCIC

KHP - Validations

- Query Local (ORI) Validations
- Query Validations Details
- Validation Form
- Batch Validation Form

License Plates/Vehicles

Missing Persons - NCIC

National Insurance Crime Bureau

NLETS Interpol Query

NLETS Miscellaneous Transactions

ORI

MKE	User	Source	Summary	Date	ID	Type	New	Attachment	Size
HFR	KANH2AM2	HFS	QVAD: FIL=V DAT=1-19 M...	Oct 25, 2012 12...	150	↓	<input type="checkbox"/>		
ACK	KANH2AM2	SWITCH	QVAD: FIL=V DAT=1-19 M...	Oct 25, 2012 12...	150	↓	<input type="checkbox"/>		
HFR	KANH2AM2	HFS	QVAD: FIL=V DAT=1-19 M...	Oct 25, 2012 12...	149	↓	<input type="checkbox"/>		

Received Time: Oct 25, 2012 12:36:54 Source ORI: K8VLD0000

Summary: QVAD: FIL=V DAT=1-19 MON=10

☐ View Message Details

**LIST OF OCTOBER STOLEN VEHICLE RECORDS
REQUIRING VALIDATION BY ORI/K80890000**

MKE/EV
ORI/K80890000
LIC/ LIS/ LIY/ LIT/
VIN/RK7AA12C451101186 VYR/2005
VMA/ATV KAWASAKI VMO/WHE VST/MV VCO/GRN
DOT/20080625 LKI/ LKA/ OAN/
OCA/08-04091
MIS/LIME GREEN KAWASAKI ATV MODEL KFX 50 REPORTED STOLEN CONTACT SNSO DETETIVE
CALL BACK PRIOR TO AN ARREST OF A SUBJECT IN POSSESSION OF STOLEN ITEM
NIC/V101887226 DTE/20080703

[Validate This Record](#) [Modify This Record](#)
[Cancel This Record](#) [Clear This Record](#)

MKE/EV
ORI/K80890000
LIC/89ABZ LIS/KS LIY/2008 LIT/MC
VIN/JH2PC3505YM105760 VYR/2000

This detailed record list contains all 58 license plate records that were selected using the QVAD form

MKE/EL
ORI/KS0890000
LIC/909AJR LIS/KS LIY/2008 LIT/PC
DOT/20080131 LKI/LKA/
OCA/08-00658
MIS/STOLEN KANSAS TAG 000AIB PLEASE CONTACT DETECTIVE CALL BACK PRIOR TO AN
ARREST BY A SUBJECT IN POSSESSION OF STOLEN ITEM
NIC/P213643103 DTE/20080204

***** [Validate This Record](#) [Modify This Record](#) *****
***** [Cancel This Record](#) [Clear This Record](#) *****

MKE/EL
ORI/KS0890000
LIC/WHH047 LIS/KS LIY/2008 LIT/PC
DOT/20080130 LKI/LKA/
OCA/08-00715
MIS/CONTACT SNS0 DETECTIVE CALL BACK PRIOR TO AN ARREST OF A SUBJECT IN
POSSESSION OF STOLEN ITEM
NIC/P703670853 DTE/20080205

***** [Validate This Record](#) [Modify This Record](#) *****
***** [Cancel This Record](#) [Clear This Record](#) *****

MKE/EL
ORI/KS0890000
LIC/XDE460 LIS/KS LIY/2008 LIT/TK
DOT/20080205 LKI/LKA/
OCA/08-00736
MIS/CONTACT SNS0 DETECTIVE CALL BACK PRIOR TO AN ARREST OF A SUBJECT IN
POSSESSION OF STOLEN ITEM
NIC/P123636413 DTE/20080206

***** [Validate This Record](#) [Modify This Record](#) *****
***** [Cancel This Record](#) [Clear This Record](#) *****

Click on appropriate link to
Validate, Modify, Cancel or Clear
for each record.

Each process selected
will generate the
appropriate form that
will appear with the
required data
populated from the
original record
including the name of
the user obtained from
the session login as
the validator.

Validate Record Form

Mailbox for KANHPAM2 - Inbox

Message Quick Queries Sort Messages View Columns Options

KANHPAM2's Folders

- Inbox
- Sent
- Save

Free Format

Links

OpenFox Commands

Most Commonly Used Transactions - Crim

Administrative Message/BOLO's

Administrative Message Used By KHP

Administrative Message Used By KBI

Articles - NCIC

Boats

Canadian Queries

Criminal History Records

Driver License Queries

Gang/Terrorist - NCIC

Gun - NCIC

Hit Confirmations

Identity Theft

Images - NCIC

KHP - Validations

- Query Local (ORI) Validations
- Query Validations Details
- Validation Form
- Batch Validation Form

License Plates/Vehicles

Missing Persons - NCIC

National Insurance Crime Bureau

NLETS Interpol Query

NLETS Miscellaneous Transactions

ORI

MKE	User	Source	Summary	Date	ID	Type	New	Attachment	Size
HFR	KANHPAM2	HFS	QVAD: FIL=V DAT=1-19 M...	Oct 25, 2012 12...	150	↓	<input type="checkbox"/>		
ACK	KANHPAM2	SWITCH	QVAD: FIL=V DAT=1-19 M...	Oct 25, 2012 12...	150	↓	<input type="checkbox"/>		
HFR	KANHPAM2	HFS	QVAD: FIL=V DAT=1-19 M...	Oct 25, 2012 12...	149	↓	<input type="checkbox"/>		

Received Time: Oct 25, 2012 12:36:54 Source ORI: KS0890000

Summary: QVAD: FIL=V DAT=1-19 MON=10

☐ View Message Details

LIST OF OCTOBER STOLEN VEHICLE RECORDS
REQUIRING VALIDATION BY ORI/KS0890000

MKE/EV
ORI/KS0890000
LIC/ LIS/ LIY/ LIT/
VIN/RK7AA12C451101186 VYR/2005
VMA/ATV KAWASAKI VMO/WHE VST/MV VCO/GRN
DOT/20080625 LKI/ LKA/ OAN/
OCA/08-04091
MIS/LIME GREEN KAWASAKI ATV MODEL KFX 50 REPO
CALL BACK PRIOR TO AN ARREST OF A SUBJECT IN P
NIC/V101887226 DTE/20080703

***** [Validate This Record](#) M
***** [Cancel This Record](#) Cle

MKE/EV
ORI/KS0890000
LIC/89ABZ LIS/KS LIY/2008 LIT/MC
VIN/JH2PC3505YM105760 VYR/2000

VAL - NCIC Generic Validation

Header Information

* Message Key MV = Modify Stolen Vehicle

ORI KS0890000

Control Field

☐ Test Message

Record Identifiers

NCIC # V101887226

License #

VIN #

* Agency Case # 08-04091

Validator Information

* Name of Validator JOHNSON, AMY

Submit Clear Close

ML - NCIC Modify License

Header Information

ORI Control Field ☐ Test Message

KS1050000

Record Identifiers

NCIC # (NIC) License # (LIC) * Agency Case # (OCA)

P864938322

12-004313

Modifiable Fields

Message Information

MKE ORI

License Information

License # (LIC) License State (LIS) License Year (LIY) License Type (LIT)

Identifying Information

Date of Theft (DOT) Agency Case # (OCA)

Optional Information

Linkage Agency ID (LKI) Linkage Agency Case #

Validator Information

Name of Validator (VLN)

Miscellaneous Information (MIS)

Buttons: Submit Clear Close

Annotation: The VLN field is not a required field when modifying. However, when modifying a record the Validator Information **MUST** be populated in order to validate the record. If this field is not populated NCIC will not validate the record.

Submit

Clear

Close

Batch Validation

A group of records from a specific record type can be validated as a group.

You must separate any records that must be modified, canceled or cleared first before using the batch validation form.

Complete the required information and click submit. Each record for the specific record type will be modified and updated in NCIC.

You can repeat this step with each record type.

BVAL - Batch Validation

Header Information

ORI

Control Field

☐ Test Message

Required Information

* ORI

* Record Type

* Month

* Name of Validator

Submit Clear Close

Cancel & Clear Forms

XV - NCIC Cancel Vehicle

Header Information

Message Key: **XV = Cancel Stolen Vehicle**

ORI: **KS0890000**

Control Field:

☐ Test Message

Record Identifiers

NCIC # (NIC): **V101887226**

License # (LIC):

VIN # (VIN):

* Agency Case # (OCA): **08-04091**

Required Information

* Date of Cancellation (DOC): **20121025**

Benefits and Effectiveness

Removal Reason (RPP):

Submit **Clear** **Close**

CV - NCIC Clear Vehicle

Header Information

Message Key: **CV = Clear Stolen Vehicle**

ORI: **KS0890000**

Control Field:

☐ Test Message

Record Identifiers

NCIC # (NIC): **V101887226**

License # (LIC):

VIN # (VIN):

* Agency Case # (OCA): **08-04091**

Required Information

* Date of Clear (DCL): **20121025**

Benefits and Effectiveness

Recovering Agency ID (RRI):

Recovering Agency Case # (RCA):

Reason For Removal (RPP):

Persons Apprehended (NPA):

Missing Persons Found (NPF):

Value of Recovered (VNP):

Value of Other (VOR):

Value of Contraband (VRC):

Submit **Clear** **Close**

Acknowledgement Messages

Message Window

Message Options

Received Time: 09:26:02 Jun 6, 2012 Source ORI: KSNIC000

Summary: MW: NAM=TEST, TEST T OCA=TESTOCA-123 VLN=WILEY, WILSON

☐ View Message Details

1L0100L4,MRI0624496
KSKBI0000
VALIDATE NAM/TEST,TEST T OCA/TESTOCA-123

MRI 624497 IN: NCIC 8032 AT 09:26 06JUN12
OUT: TPKKB004D 33 AT 09:26 06JUN12

Received Time: 09:26:01 Jun 6, 2012 Source ORI: KSKBI0000

Summary: MW: NAM=TEST, TEST

☐ View Message Details

VALIDATE
acknowledgement
message

MESSAGE ACCEPTED - TPKKB004D 00019 AT 09:26
NCIC
MRI-624496

MODIFY
acknowledgement
message

Message Window

Message Options

Received Time: 09:17:43 Jun 7, 2012 Source ORI: KSNIC000

Summary: MW: NAM=TEST, TEST T OCA=TESTOCA-123

☐ View Message Details

1L0100L4,MRI0806000
KSKBI0000
MODIFY NAM/TEST,TEST T OCA/TESTOCA-123

MRI 806002 IN: NCIC 8793 AT 09:17 07JUN12
OUT: TPKKB004D 1 AT 09:17 07JUN12

Received Time: 09:17:42 Jun 7, 2012 Source ORI: KSKBI0000

Summary: MW: NAM=TEST, TEST T OCA=TESTOCA-123

☐ View Message Details

MESSAGE ACCEPTED - TPKKB004D 00002 AT 09:17 06/07/2012
NCIC
MRI-806000

Message Window

Message Options

Received Time: 09:38:35 Jun 6, 2012 Source ORI: KSNIC000

Summary: XW: NAM=TEST, TEST T OCA=TESTOCA-123

☐ View Message Details

1L0100L4,MRI0626532
KSKBI0000
CANCEL NAM/TEST,TEST T OCA/TESTOCA-123

MRI 626534 IN: NCIC 8419 AT 09:38 06JUN12
OUT: TPKKB004D 39 AT 09:38 06JUN12

Received Time: 09:38:34 Jun 6, 2012 Source ORI: KSKBI0000

Summary: XW: NAM=TEST, TEST T OCA=TESTOCA-123

☐ View Message Details

MESSAGE ACCEPTED - TPKKB004D 00027 AT 09:38 06/06/2012
NCIC
MRI-626532

CANCEL
acknowledgement
message

Message Window

Message Options

Received Time: 09:41:39 Jun 6, 2012 Source ORI: KSNIC000

Summary: CW: NAM=TEST,TEST T NIC=W585164990

☐ View Message Details

1L0100L4,MRI0627122
KSKBI0000
CLEAR NAM/TEST,TEST T NIC/W585164990

627123 IN: NCIC 8522 AT 09:41 06JUN12
TPKKB004D 42 AT 09:41 06JUN12

Received Time: 09:41:39 Jun 6, 2012 Source ORI: KSKBI0000

Summary: CW: NAM=TEST,TEST T NIC=W585164990

☐ View Message Details

MESSAGE ACCEPTED - TPKKB004D 00031 AT 09:41 06/06/2012
NCIC
MRI-627122

CLEAR
acknowledgement
message

NCIC Record prior to validation

Received Time: 09:44:18 Jun 6, 2012 Source ORI: KSNIC000

Summary: QW: NIC=W015155490

☐ View Message Details

1L0100L4,MRI0627608

KSKBI0000

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

MKE/WANTED PERSON

EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/KSKBI0000 NAM/TEST,TEST T SEX/M RAC/U POB/1

DOB/19610101 HGT/600 WGT/200 HAI/BLK

OFF/SMUGGLING ALIENS

DOW/20120604 OCA/TESTOCA-123

NOA/N

MIS/TEST TEST TEST

DNA/N

ORI IS KS BUR INVESTIGATION TOPEKA 785 296-8262

NIC/W015155490 DTE/20120606 1044 EDT DLU/201206

MRI 627617 IN: NCIC 8610 AT 09:44 06JUN12

OUT: TPKKB004D 46 AT 09:44 06JUN12

QW: NIC-W015155490

Message Options

NCIC Record After being Validated/Modified

Received Time: 09:45:39 Jun 6, 2012 Source ORI: KSNIC000

Summary: QW: NIC=W015155490

☐ View Message Details

1L0100L4,MRI0627817

KSKBI0000

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

MKE/WANTED PERSON

EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/KSKBI0000 NAM/TEST,TEST T SEX/M RAC/U POB/KS

DOB/19610101 HGT/600 WGT/200 HAI/BLK

OFF/SMUGGLING ALIENS

DOW/20120604 OCA/TESTOCA-123

VLD/20120606 VLN/BARAJAS, JAVIER NOA/N

MIS/TEST TEST TEST

DNA/N

ORI IS KS BUR INVESTIGATION TOPEKA 785 296-8262

NIC/W015155490 DTE/20120606 1044 EDT DLU/20120606 1045 ED

MRI 627819 IN: NCIC 8646 AT 09:45 06JUN12

OUT: TPKKB004D 48 AT 09:45 06JUN12

The VLD and VLN field will be populated in the validated/modified NCIC record after a record has been validated.

Final Check

After Validations have been completed. Double check for any remaining records that may not have been accepted by the message switch by utilizing the QVAL form and entering your ORI.

If there are no remaining records you should receive the following message:

Received Time:	Sep 20, 2012 10:57:04	Source ORI:	KSVLD0000
Summary:	QVAL: ORI=KS0300200 MON=09		
<input type="checkbox"/> View Message Details			
 NO SEPTEMBER RECORDS PENDING FOR VALIDATION BY AGENCY ORI/KS0300200 MRI 8486413 IN: TPKKBVLD1 161 AT 10:57 20SEP12 OUT: KANHP005Q 36 AT 10:57 20SEP12			

RECAP

☞ Validations must be completed using an OpenFox terminal. If you need an additional terminal contact:

Don Cathey

dcathey@khp.ks.gov

785-368-6518

☞ All agency records must be validated within 30 days of 1st notification (received 1st Saturday of each month)

☞ For audit purposes agencies will still need to maintain a validation worksheet with the original report

☞ If a record is not validated the record will be purged after 30 days.



KANSAS HIGHWAY PATROL

CJIS Unit

☞ Questions regarding Validations contact:

☞ Melanie Fox

☞ mfox@khp.ks.gov

☞ 785-296-5981

☞ Amy Johnson

☞ ajohnson@khp.ks.gov

☞ 785-296-5980

References

✂ NCIC Manual, Introduction, Section 2, 2.1

✂ NCIC Manual, Introduction, Section 3, 3.1

✂ NCIC Manual Introduction, Section 3, 3.2

✂ NCIC Manual Introduction, Section 3, 3.4

✂ TAC Manual

✂ KCJIS 114 ORI User Agreement